



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: September 21, 2016

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 26, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, October 7, 2016**. Applicants will not be accepted after that time and date.

**NOTE: Official college transcripts must be included with application. Applicants possessing an Engineer Intern License must also include a copy with application. Applicants not submitting these documents by the posting deadline will not be considered for employment. Please include IPR number on the application. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

CET (4 pos)

Inspector/Assistant Resident Engineer  
Region 3/District 4/Project Implementation  
Office of Highways Project Implementation  
Peoria

Attachments  
41279

\*IDOT considers official college transcripts to be original embossed transcripts in a sealed envelope from the university/college or in PDF format sent from the university/college directly to the Bureau of Personnel Management.

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Friday, October 7, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: Official college transcripts must be included with application. Applicants possessing an Engineer Intern License must also include a copy with application. Applicants not submitting these documents by the posting deadline will not be considered for employment. Please include IPR number on the application. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**



**Illinois Department  
of Transportation**

An Equal Opportunity Employer

## Position Summary Sheet

**Classification:** Civil Engineer Trainee (4 POSITIONS)

**Salary Range:** \$4,275 - \$4,655

**Position Title:** Inspector/Assistant Resident Engineer

**Union Position:** ☒ Yes ☐ No

**Position Number:** PW110-23-54-201-10-01

**IPR#:** 41279

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### Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 3/District 4/Bureau of Project Implementation/401 Main St, Peoria, IL

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### Description Of Duties:

This position is accountable for assisting in the layout, inspections, and documentation required on various highway improvement construction projects.

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### Special Qualifications:

#### Required:

- Bachelor of Science in Civil Engineering from an ABET accredited university prior to date of employment or must be a Licensed Engineer Intern in the State of Illinois (includes those expecting to graduate in winter 2016/spring 2017)
- Minimum 2.5 cumulative GPA in engineering related courses (If GPA is between a 2.0-2.5, candidate must have passed Fundamentals of Engineering Exam.)
- Official college transcripts must be included with application. (Official transcripts indicating graduation date for winter 2016/spring 2017 graduates must be provided at time of hire.)
- Valid driver's license

#### Desired:

- Strong oral and written communication skills

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### Shift/Remarks:

8:00 am – 4:30 pm / Monday - Friday

**\*THIS IS AN ENTRY-LEVEL POSITION AND IS PART OF A ROTATION PROGRAM\***

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**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	December 3, 2014	<b>POSITION:</b>	Inspector/Assist. Resident Engineer
<b>APPROVED BY:</b>	<u>Kensil Garnett</u> Kensil Garnett, Acting Regional Engineer	<b>OFFICE/DIVISION:</b>	Highways/Region 3/District 4
<b>CODE:</b>	PW110-23-54-201-10-01	<b>REPORTS TO:</b>	Resident Engineer

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***Position Purpose***

This position is accountable for assisting in the layout, inspections, and documentation required on various highway improvement construction projects.

***Dimensions***

Subordinate Personnel:	None
Value of Construction Projects:	\$200,000 and up

***Nature and Scope***

This position reports to the Resident Engineer as do one to twelve other technical employees. No subordinates report to this position.

This position assists in providing the contractor with the necessary layout and inspection required on highway improvement construction projects. This position operates within an environment of ensuring that the contractor provides a quality improvement in a timely manner in accordance with plans, specifications, and special provisions. This position rotates to other bureaus within the district as part of the rotational training program.

Typical problems faced by the incumbent are the interpretation of plans and specifications while inspection and directing the contractor's personnel in compliance with the specifications. The greatest challenge is to balance the application of Civil Engineering principles to field conditions.

The incumbent acts as an instrument person on survey party; inspects construction operations such as earthwork, drainage, asphalt, or concrete pavements; concrete, steel, and other miscellaneous items involved in road and bridge construction; provides reports and documentation for pay items; reduces survey notes, computes quantities, checks computations of others, and assists the Resident Engineer on Specific construction problems. This position will complete other tasks as assigned which fall within the scope of these duties.

The incumbent is governed by the plans and specifications of the project. The incumbent refers major problems or necessary plan changes to the Resident Engineer. The incumbent accepts or rejects materials incorporated in the project on the basis of visual or field tests, and assures that all material has been inspected prior to being incorporated into the project.

The incumbent has contacts with Resident Engineers, project engineers, and personnel from the District Bureau of Materials as well as with contractors and the general public.

The effectiveness of this position will be measured by the timeliness and accuracy of layout, inspection, and reports provided by the incumbent.

***Principal Accountabilities***

1. Provides accurate measurement, computation, and documentation of contract items.
2. Keeps Resident Engineer informed of any construction problems encountered or deviations made.
3. Ensures that the items inspected are in accordance with the specifications.
4. Provides accurate and timely layouts.
5. Rotates to other bureaus within the district as part of the rotational training program.
6. Perform other duties as assigned.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.